Changing the Role of a User

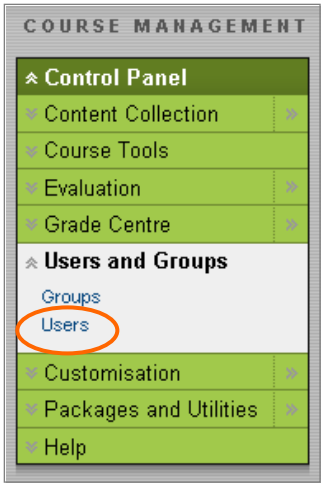
How to set a colleague as Instructor on your course

You can change the role of any user who is enrolled on your Blackboard course. The most common reason for doing this is to set a member of staff as Instructor.

Please note that the user must already have been added to the course before you can do this – see the separate user guide **Adding course members**.

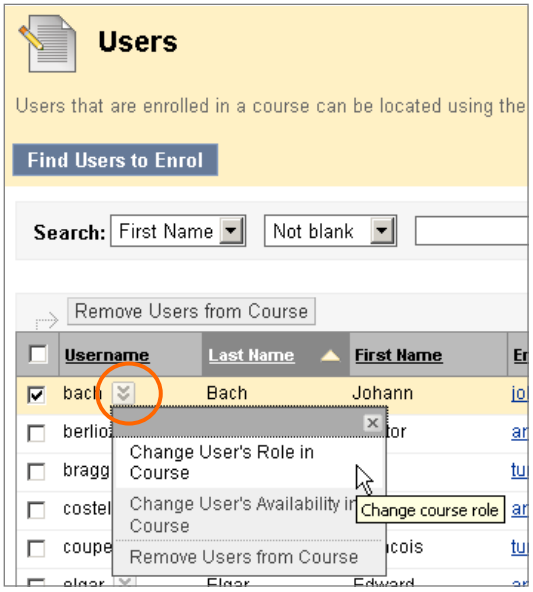
Note also that in Blackboard 9.1 you can add a user to a course, and choose their role, at the same time.

Go to **Control Panel > Users and Groups > Users**

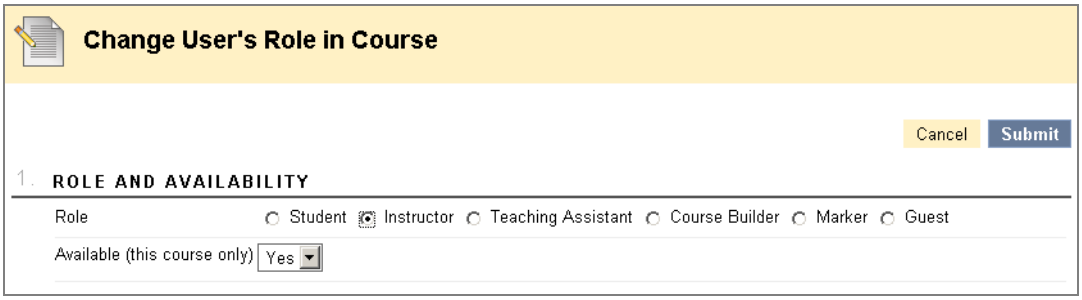


Find the user whose role you wish to change.

Click on the down-arrows next to the user's name, and select **Change User's Role in Course**



Select the new role for the user.

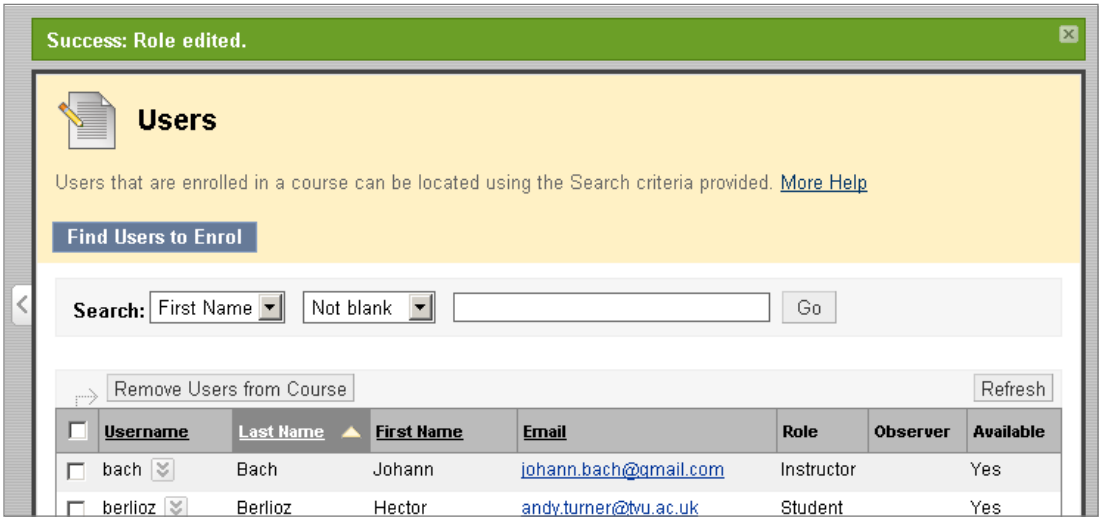


Roles available to select are:

- ***Student***
  this is the default role; no access to the Control Panel
- ***Guest***
  limited access to the course – e.g. no access to course tools or communication
- ***Instructor***
  full rights to manage all aspects of the course
- ***Teaching Assistant***
  fewer rights than an Instructor, but access to most parts of the Control Panel
- ***Course Builder***
  access to most parts of the Control Panel, but not to the Grade Centre
- ***Grader***
  access to some parts of the Control Panel, principally the Grade Centre.
  No ability to upload or organise content.

Please note that the precise permissions associated with these roles are subject to change from time to time.

Press Submit. The change is confirmed, and the user is now displayed with their new role.


Success: Role edited.
Users
Users that are enrolled in a course can be located using the Search criteria provided. More Help
Find Users to Enrol
Search: First Name Not blank Go
Remove Users from Course
Refresh
Username Last Name First Name Email Role Observer Available
bach Bach Johann johann.bach@gmail.com Instructor Yes
berlioz Berlioz Hector andy.turner@tvu.ac.uk Student Yes

Help

If you require further help, please contact the IT Service Desk:
telephone 0300 111 4895
email itservicedesk@uwl.ac.uk